



Office of Administrative Services  
Freedom of Information Act Office

January 12, 2015

Albert Dennis  
Inmate number 405663  
5964 U.S. Hwy 90  
Live Oak, FL 32060

Dear Mr. Dennis:

This letter is in response to your U.S. General Services Administration (GSA) Freedom of Information Act (FOIA) request (**2015-000282**) dated January 8, 2015, in which you requested a copy of the following documents and forms; "Standard and Optional Forms Procedural Handbook. Standard Forms 24, 25, 25A, 28, 61 and 152 with Optional forms 90, 91 and T99."

Enclosed please find the documents and forms responsive to your request.

This completes our action on this request. Should you have any questions, please contact Mr. Travis Lewis, at [202-219-3078](tel:202-219-3078) or by email at [travis.lewis@gsa.gov](mailto:travis.lewis@gsa.gov).

Sincerely,

*Travis Lewis*

Travis Lewis  
FOIA Program Manager

Enclosure